



Fort Wayne Community Schools

"Discover Excellence In Education"

Record #: 4639

Fort Wayne Community Schools is committed to closing the achievement gap among 32,000 students through strategic planning, magnet school programs, school level decision-making, state-of-the-art technology, and active partnerships with four local universities. Fort Wayne Community Schools is one of only ten awardees nationwide to receive a \$5 million grant from the Wallace Foundation to recruit and strengthen the abilities of aspiring administrators, principals, and superintendents to improve student achievement and perform as effective instructional leaders. A diverse student population and a high level of cooperation and mutual respect among students, parents, teachers, support staff, and the community characterize this outstanding school district.

Administrative Vacancy

- Position:** Coordinator, Continuing Education
- Contract:** 7/1/08 to 6/30/09 (260)
- Salary range:** \$62,556 - \$78,075
- Description:** Supports the Manager of Continuing Education in providing educational leadership through the organization, administration, supervision, and evaluation of all Continuing Education (including night school) within the scope of the policies, rules, and regulations of Fort Wayne Community Schools. Assists with student supervision, program improvement, data collection and analysis, and standardized assessments including the GQE. Works with students, teachers, and high school counselors to ensure appropriate placement and follow-up. Helps students with career planning and post-secondary placement. Must support all students achieving at high levels through academic excellence, engaging the community, and operating with fiscal responsibility, integrity, and effectiveness. Must support all students achieving at high levels through achievement and academic excellence, engaging parents and the community, and operating with fiscal responsibility, integrity, and effectiveness.
- Certification:** Must hold an Indiana Teaching License. Administration and Supervision certification and/or Adult Education administrative experience preferred.
- Qualifications:** Prefer candidate with success in teaching Adult Education, as well as administrative experience. Candidate must demonstrate effective communication skills with parents, students, and staff members. Prefer candidate with highly effective organizational, interpersonal, and leadership skills. Must be able to demonstrate competence in the following tasks: Communication processes, organizational change, consultation skills, and relationship skills.

POSTING DATES: 9/26/08 - 10/2/08

SCREENING TO BEGIN: Immediately

FWCS supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, or limited English proficiency.

FWCS encourages women and minority candidates to apply. Salary and fringe benefits are highly competitive, and based upon training and experience.

Submit a letter of interest, administrative employment application, resume, and documentation of successful administrative experience to:

Kathy Carr
Manager of Recruitment and Hiring
Fort Wayne Community Schools
1200 South Clinton Street
Fort Wayne, IN 46802
e-mail: diana.swalley@fwcs.k12.in.us

Telephone: (260) 467-2132 Fax (260) 467-1973